

Advanced Photon Source

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APS User Training Policies and Procedures

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APS User Training Policy

Introduction

The point of contact for changes to the User Training section of APS User Policies and Procedures is the APS User Administration and Support Group Leader. Changes can be made in response to suggestions from any stakeholder in user activities. Every user of a User Policy or Procedure (UP&P) is to notify the point of contact of any errors/corrections and is encouraged to suggest potential improvements.

Modifications of UP&Ps shall be managed according to [Managing APS Facility Procedures](#) (AP&P 3.1.05, APS document number APS_1001409). The policy and procedure owners will work with the APS Procedure Administrators to keep UP&P current in the APS integrated content management system (ICMS).

The current revisions of any UP&P will be available through ICMS; those using a UP&P should ensure that they are using the current version.

Purpose

APS User Training Policies and Procedures define, for user-related activities, planning and work processes, that help protect the health and safety of workers, the environment, and the public. These processes ensure that training considerations are an integral part of beamline operations and the execution of beamline-based experimentation.

Scope

These user policies and procedures cover the user training requirements that are common to all APS Users. Completing a core set of training, as described below, is required before any hands-on work can be undertaken by users. Training beyond the required core curriculum may also be required and will be identified through other processes (e.g., experiment safety review).

These user policies and procedures cover training requirements relevant to the operation and use of APS beamlines and beamline support facilities (e.g., LOM laboratories and user machine shops).

- Argonne environmental, safety, and health (ESH) training requirements apply to user operations; these policies and procedures describe APS-specific implementation of the Argonne requirements.

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- The APS has site-specific ESH processes that cover both non-user and user activities (e.g., facility design reviews, working on radiation shielding safety systems, configuration control work permits, issuance of radiation dosimeters, etc.). The following policies and procedures are those that focus on the training requirements unique to user activities.

Policies and procedures for the following topics are defined elsewhere in other APS Policies and Procedures (AP&P):

- [User Administration \(AP&P 3.1.101\)](#)
- [User Safety \(AP&P 3.1.102\)](#)
- [Beamline Management and Facilities \(AP&P 3.1.104\)](#)

Applicability

APS User Training Policies and Procedures apply to the activities of beamline personnel, experimenters, and other support personnel using CAT/CDT/XOR beamlines and associated facilities (e.g., LOM labs). These policies and procedures apply to both Argonne employees and non-Argonne users.

APS User Training

Policy

If training is required for any hands-on activity at the APS, then the training must be completed before the start of the activity.

Training Required for All APS Users

All APS users, including XOR staff, resident users, general users, etc., must complete the courses listed in Table 1 before doing any hands-on work at the APS.

Table 1 Training Required for All APS Users

Name/Description of course	How to take course	Course credit valid for	Comments
ESH100U Argonne National Laboratory User Facility Orientation	-Off site through Web link (http://www.aps.anl.gov/Safety_and_Training/Training/) -On site in User Training Room	One time only	Badge number and Web account required
APS 101 APS User Orientaton	Off site through Web link (http://www.aps.anl.gov/Safety_and_Training/Training/) -On site in User Training Room	5 years	Badge number and Web account required
ESH 738 General Employee Radiation Training (GERT)	-Off site through Web link (http://www.aps.anl.gov/Safety_and_Training/Training/) -On site in User Training Room -On site through ANL's training Web site (http://www.eshtesting.anl.gov/)	2 years	Badge number and Web account required; ANL domain account required for ANL training site; can show valid GERT card from another DOE facility to fulfill GERT requirement

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ESH 223 or ESH223U Cybersecurity	Off site through Web link (http://www.aps.anl.gov/Safety_and_Training/Training/) -On site in User Training Room -On site through ANL's training Web site (http://www.eshtesting.anl.gov/)	1 year	Badge number and Web account required; ANL domain account required for ANL training site
ESH 377 Electrical Safety Awareness	-Off site through Web link (http://www.aps.anl.gov/Safety_and_Training/Training/) -On site in User Training Room -On site through ANL's training Web site (http://www.eshtesting.anl.gov/)	3 years	Badge number and Web account required; ANL domain account required for ANL training site
Sector-specific orientation (APS 2xx where xx refers to the sector number)	Administered on site by sector staff prior to any hands-on work at a beamline	Check with individual sector for frequency of training (2 year maximum)	Must be completed for each beamline where a user will be working
Other topic-specific safety training identified by experiment safety assessment process	Scope of work defines additional requirements; general these courses are taken on site in the User Training Room	Varies	Generally an active ANL domain account and password are required.

Training Requirements for Resident Users

Training required for resident users (i.e., CAT members and staff who have been assigned work space at the APS and/or have CAT safety responsibilities assigned to them, but are not ANL employees).

In addition to the requirements listed in Table 1 for all users, all resident users must complete Building Safety Orientation for the building in which they have assigned office space.

Certain activities may require specific additional training. To determine if your activities require further training, review your training records in the APS Training Management System 2000 (APS TMS 2000), which shows your required courses, the titles and dates of courses you have taken, and the dates for required refresher training.

To enroll in any required training course, call the User TMS representative in the user office at 630-252-3656. However, for Web-based courses, you can take the course by clicking on the course number in APS TMS 2000. (If you forget your domain account name and password, send a message containing your telephone number to apsuser@aps.anl.gov).

If you believe your training requirements are inappropriate, contact a Floor Coordinator and request a copy of the LOM Resident Job Hazard Questionnaire (JHQ). Complete the form in consultation with your CAT Safety Coordinator and submit it to the User TMS Representative in Bldg. 401, Room B1162, or fax it to 630-252-9250.

Address any questions or concerns about training to the User Safety Officer Bruce, Glagola (glagola@aps.anl.gov).

Table 2 Training Required for Resident APS Users

Name / description of course	How you can take it	Course credit is valid for	Comments
Building Safety Orientation	Web-based*; active domain account required. Click on building where your office is located. Contact User Office (630-252-9090) with questions.	1 year	Must be on-site at Argonne.
APS Beamline Shielding Controls	Web-based*; active domain account required. Contact User Office (630-252-9090) with questions.	one time	Must be on-site at Argonne.

*Link only available from the local APS network

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Building Safety Orientations

[431 Building Safety Orientation](#) (ESH 108/431)

[432 Building Safety Orientation](#) (ESH 108/432)

[433 Building Safety Orientation](#) (ESH 108/433)

[434 Building Safety Orientation](#) (ESH 108/434)

[435 Building Safety Orientation](#) (ESH 108/435)

[436 Building Safety Orientation](#) (ESH 108/436)

[438 Building Safety Orientation](#) (ESH 108/438)

[400 Area Building Safety Orientation](#) (ESH 108/400)

All Building Safety Orientation links available only from the local APS networks.
For information on User safety training, please contact User Safety

Training Requirements for Contractors Working at the APS

Required safety training for contractors is identified by means of the "[APS Work/Project Checklist](#)" (UO-38) and, if necessary, the "[Job Safety Analysis Form](#)" (UO-47). Required training can range from none to the full contractor training course and GERT, depending on the assessment of the work being done. Contact your floor coordinator for guidance in using these forms to assess your work project.

When an APS user contracts directly (i.e., not through a contract placed by Argonne Procurement) with an individual or company to do hands-on work (such as design, programming, installation, or repairs) at the APS, that individual or company is considered a third-party contractor. Work by third party contractors shall be performed in accordance with the UP&P [Use of Third Party Contractors](#).

While specific training requirements are identified during the processing of the APS Work/Project Checklist and, as needed, Job Safety Analysis form, typically most CAT third-party contractors require GERT and the 30-minute mini 382CSO course. (The mini course is the first 30 minutes of the 382CSO course offered on Mon., Tues., Thurs., and Fri. See below.)

Name / description of course	How you can take it	Course credit is valid for	Comments
General Employee Radiation Training (GERT)	Contact the User Office at 630-252-1783 to schedule	2 years	The course is computer-based and is administered in the User Training Room.
Contractor Safety Orientation (382CSO)	Mon., Tues., Thurs., and Fri. 7:30 - 9:15 a.m. Bldg. 202, Rm. E136. No reservations required.	1 year	A refresher course, 382RF, is offered every Wed. (same location and time) as a challenge exam to contractors needing to renew their training.

Policy and Procedure for Sector-Specific Training

(Formerly APS document number APS_1186038)

Policy

All APS users must receive sector-specific training for each sector where they will be doing hands-on work. This training, which is provided by the beamline staff, must be completed before the user begins work in a particular sector. The training covers specific information needed to implement the individual beamline's safety plan. The recommended format is a face-to-face presentation with an escorted tour of the beamline/sector facilities.

The APS has provided a model Sector Orientation Record form (see attachment), which provides a checklist of suggested topics; each CAT may use the model Sector Orientation Record form as is, modify it as appropriate, or substitute its own version. A CAT with multiple sectors may use multiple versions of the Sector Orientation Record form if necessary. Fire safety and beamline-specific operation of the Personnel Safety System (PSS) are required elements of all sector-specific training and must be delivered face to face; a demonstration of the PSS must be included.

Beamlines must provide refresher sector-specific training, at specified intervals of not longer than two years, to all non-resident users who are going to work in their sectors. An individual whose sector-specific training has expired cannot work in that sector until he or she has received refresher training. In addition to the required refresher training at specified intervals, the beamline is responsible for keeping all users working in its facilities up to date on changes in hazards, mitigation procedures, and other information needed to perform work safely.

Each Beamline Safety Plan must include a sample copy of the Sector Orientation Record form(s) used by the beamline, a description of the training method that is used, and a statement specifying the refresher training interval. If the form is modified after the beamline Safety Plan is approved, the beamline must insert the new form in the Plan and provide a copy of the new form to the Safety Plan Review Committee Chairman.

Procedure

1. After sector-specific training or refresher training is completed, both the trainer and the trainee sign and date the Sector Orientation Record form. The trainer then sends the original form to the APS User Office, and enters course completion in TMS or sends the original form to the APS for TMS entry.
2. The User Office reviews the signed original and checks to make sure training is documented in TMS.

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3. If changes in a beamline's organization, facilities, or operations necessitate additions or changes to the sector-specific training, the beamline will compare the date of the changes with the date of each returning user's last sector-specific training to determine whether that user needs an update before resuming work in the sector. The beamline will also modify the Sector Orientation Record form as necessary to reflect such changes.
4. When the Safety Plan Review Committee Chairman receives a new or revised sample Sector Orientation Record form from a CAT, he or she arranges for its review. Once the form is approved, a copy is forwarded to the User TMS Representative for filing with the course catalog information.

[Any improvements or corrections to this procedure may be submitted here](http://www.aps.anl.gov/Internal/Policies_and_Procedures/comment_form.php)

(http://www.aps.anl.gov/Internal/Policies_and_Procedures/comment_form.php)

Name (Last, First) User Badge Number Collaborative Access Team or APS XOR Sector Number(s)

SECTOR ORIENTATION RECORD

Safety Policies and Resources	Responsible individual: _____ Date: _____
<input type="checkbox"/>	Affirmation and clarification of the “safety first” principle
<input type="checkbox"/>	Orientation to the environmental, safety, & health plan
<input type="checkbox"/>	Explanation of the general policies pertaining to the control of hazards
<input type="checkbox"/>	Introduction to the CAT Safety Coordinator, the Beamline Safety Technician and the Manager and an affirmation of the importance of bringing all safety and environmental problems and concerns to their attention
<input type="checkbox"/>	Explanation of the ANL “stop work authority” policy
General Safety Information	Responsible individual: _____ Date: _____
<input type="checkbox"/>	Location of safety equipment (fire extinguisher, shower, eyewash station, etc.)
<input type="checkbox"/>	Location of safety documentation (including MSDSs and relevant procedures)
<input type="checkbox"/>	Emergency phone numbers
<input type="checkbox"/>	Response to alarms and other warnings
<input type="checkbox"/>	Location and requirements for the use of safety eyewear and other personal protective equipment
<input type="checkbox"/>	Restrictions on working alone
<input type="checkbox"/>	The importance of keeping work areas neat and orderly, and the aisles free of obstructions
<input type="checkbox"/>	Proper storage of chemicals and gas cylinders
<input type="checkbox"/>	Proper usage of radioactive check sources
<input type="checkbox"/>	Storage of other items (e.g., objects may not be stored on top of cabinets at a height of >5 ft)
<input type="checkbox"/>	Restrictions on and proper use of electrical power strips and extension cords
<input type="checkbox"/>	Procedure for obtaining and using liquid nitrogen
<input type="checkbox"/>	Disposal of waste, including hazardous waste
Beamline safety information	Responsible individual: _____ Date: _____
<input type="checkbox"/>	Orientation to implementation of the APS Shielding Configuration Policy
<input type="checkbox"/>	Locations of the utility shutoffs for electricity, water and compressed gases
<input type="checkbox"/>	Explanation of the use of radiation survey meters
<input type="checkbox"/>	General and beamline-specific operation of the Personnel Safety Systems
	User’s signature: _____ Date: _____

Submit a photocopy of this form to the APS User Office upon completion of training. If the user does not receive the beamline safety information at the time of initial training, submit another photocopy of this form to the User Office when that information is provided.

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